

## DATA & ACCOUNTABILITY UPDATES

### **Inequitable Distribution of Teachers Reports - *Equity Update***

Tomorrow, in SAFE-Staff, the 2017-18 Inequitable Distribution of Teachers reports will be available. As part of [Wisconsin's Equity Plan](#), DPI provides these reports to districts for informational purposes. The information contained in the Inequitable Distribution of Teachers reports is one data point that should be used when addressing achievement gaps in your district, and when addressing resource inequities within and among your schools. Districts that have inequities identified by state or local data are required to address these inequities in their LEA ESSA plan.

The 2017-18 reports differ from those produced last year; the changes are summarized on the first page of the report. The main change is that instead of using number of teaching assignments in the calculations, we now report on full time educators (FTE).

Districts are encouraged to use these reports in conjunction with local data to address inequities facing students, and to specify what steps the district will take to ensure that **the kids that need the best teachers get the best teachers**.

If you have questions about equitable distribution of teachers, or mitigating the effects of inequitable teacher placement, please contact [Teacher Education, Professional Development and Licensing \(TEPDL\)](#). If you have questions about the reports themselves, please contact Carl Frederick ([Carl.Frederick@dpi.wi.gov](mailto:Carl.Frederick@dpi.wi.gov)). If you are having trouble accessing SAFE-Staff, please contact the [Help Desk](#).

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### **OSA Office Hours Webinar**

The next OSA Office Hours webinar is scheduled for Thursday, March 14 from 9:30 - 10:30 am. During this time, we will provide OSA updates, address timely issues related to DAC responsibilities, and answer questions about statewide assessments. Please plan on joining us, DACs will receive an email invitation with information on how to join the meeting the week of the webinar. An archive of the most recent webinar will be provided on the [DAC Resources and Trainings webpage](#) for those unable to attend.

### **Test Participation**

We would like to remind schools about the impact and importance of test participation. Equitable testing is a priority because clearly knowing the performance of all students is the first step in closing Wisconsin's achievement gaps. That is, we must know exactly which gaps exist, the size of the gaps, and the persistence of the gaps. Every student, regardless of ability, regardless of family circumstance, should have access to all possible college and career pathways. Improving access to postsecondary options is one

way we are addressing equity issues in Wisconsin. Often, students learn that they have more options than expected after they have taken the Aspire, ACT or WorkKeys assessments.

In addition, the federal expectation for test participation - that schools must test all students - is written into the Every Child Succeeds Act (ESSA). As such, achievement scores are lowered for any student group with a test participation rate below 95% in the ESSA Accountability Reports.

Because test participation matters for federal accountability, and is directly linked to advancing equitable outcomes for our students, we encourage districts to address the issue with building leaders. If you need assistance on this front, please contact us.

~OSA

## Forward Exam

### New:

#### TDA Writer's Checklist

The [TDA Writer's Checklist](#) is available in the online test system for students to refer to while taking the exam. If desired, the checklist may be printed and provided as a handout for students during testing. If the checklist is provided as a handout, it must be securely destroyed immediately after testing.

### Reminders:

#### DAC Confidentiality Form Due

Be sure to submit your annual Forward Exam DAC Confidentiality Form **by March 1**.

#### The Optional Add Accessibility Features Window CLOSES on February 22

During the optional window, districts may use the Multiple Student Upload process to enter designated supports and accommodations for multiple students at one time into eDIRECT. This two week window is the only time this option is available. If you choose not to take advantage of the window you may still enter supports and accommodations into eDIRECT on an individual student basis as needed, beginning March 4. Instructions for both processes are available in the eDIRECT Guide.

#### Forward Exam DAC/SAC Trainings

The 2019 Forward Exam DAC/SAC recorded trainings are available on the [Forward Exam Trainings webpage](#).

#### Forward Exam Test Administrator Training

This **required full training** for all TAs covers all the information TAs need to prepare for and administer the exam. The use of this training ensures all TAs receive the same training for the Forward Exam statewide. DACs should ensure that all TAs view this training. This training is available now on the [Forward Exam Trainings webpage](#).

#### Educator Involvement Opportunity

DPI is currently recruiting volunteers to participate in the Forward Exam Standard Setting for Science. Applications to participate in this important step in assessment development are due March 15. More information is available on the [Forward Exam Educator Involvement webpage](#).

## Dynamic Learning Maps (DLM)

### New:

#### Confidentiality forms for the DLM

If you have not already done so please make sure that you submit your DLM [DAC Confidentiality Form](#) to OSA at [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov). Please have forms submitted **by March 1**.

## Data Validations

Districts should have loaded all of their users, enrollments and rosters into the Educator Portal. Districts should carefully check the student demographics to make sure that grade levels are appropriate for the 2018-19 school year, primary that disability has been indicated correctly and that student names are spelled correctly, etc. *Failure to verify data may have a significant impact on student testing and accountability.*

## Reminders:

### Professional Development

Join the DLM Professional Development team from UNC Chapel Hill for monthly, interactive webinars designed to address your questions about instruction and connect you with other teachers who are working to provide instruction aligned with the DLM Essential Elements in English Language Arts and Mathematics. This spring we will focus specifically on students with more complex needs who complete the DLM assessments at the Initial and Distal Precursor Linkage Levels.

The webinars will be hosted using [Skype for Business](#). If you would prefer to call in, the number and conference ID are: Number: +1 (785) 864-4545, Conference ID: 735802.

Each 45-minute webinar will begin with a brief overview of recommended modules, but the emphasis will be on Q&A. For the best viewing experience, please do not use Chromebooks or the Android app for Skype for Business.

### Upcoming Webinars:

- Wednesday, March 20, 3:30 pm (Central Time) - English Language Arts
- Tuesday, April 16, 3:30 pm (Central Time) - Mathematics

### Required Test Administration Training (UPDATED)

All test administrators (anyone with a 'teacher' role in the Educator Portal) must complete the required training prior to administering the DLM assessment and the optional instructional assessments (Instructional Tools Interface or ITI).

- Returning test administrators will be required to complete a refresher module and quiz as well as a Science module and quiz (approximately one hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete four required modules and quizzes (approximately three hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.
- **Please note that there is a new module this year about students with significant cognitive disabilities. This module also needs to be completed in order to receive a completion certificate.**

### DLM Uploads - Users, Enrollments, and Rosters

- Districts should be uploading new users, enrollments (student data) and creating rosters. The [Data Management Manual](#) describes these processes. DLM has also created short tutorial videos found by topic on the [District Staff Training Resource](#) page.
  - **Users** - All test administrators must have an Educator Portal account and be assigned the role of 'teacher.' This is the only role that will enroll test administrators into Moodle and provide test tickets once the window opens.
  - **Enrollment** - Districts are required to load DLM student information into the Educator Portal through either the manual process or by using the Enrollment Template found on the [DLM Website](#).
  - **Rosters** - Districts must create rosters for each test administrator and for each content area assessed by that teacher. As a reminder, DLM assesses ELA and Math

in grades 3-11, Science in grades 4 and 8-11 and Social Studies in grades 4, 8 and 10.

- Rosters connect test administrators to students. Test administrators will not be able to access the Accessibility Profile or the First Contact Survey until they have been rostered to a student.
- Students can only be placed on one roster per content area.

### **KITE® Student Portal**

This is the secure browser used by students taking DLM assessments. Please ensure that the most recent version of KITE Student Portal is installed on devices. For new devices that have never had KITE Client installed, please see the instructions for downloading KITE 6.1 or 6.0 on the DLM website under the [KITE Suite](#) heading.

### **District Test Coordinator Checklist**

DPI has created a simple step by step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on the [DPI website](#).

## **ACT High School Assessments**

### **New:**

#### **If Your School Could Not Administer the ACT Today Due to Weather or Another Unplanned Event**

- Follow the instructions in the emergency and inclement weather plan.
  - [ACT Emergency and Inclement Weather Plan](#)
- Proceed with administering standard time WorkKeys tomorrow, Thursday February 21.
- Proceed with accommodated testing for ACT and WorkKeys per the initial, two-week testing windows in the [Schedule of Events](#).
- Order standard time materials for the makeup date, March 12. **Place the order for makeup materials by tomorrow, Feb 21** using the instructions in the [PearsonAccessNext User Guide for the ACT](#), p. 15.
- The secure materials for standard time testing on February 20 can only be used on February 20. Use of these materials on a different date will likely result in an invalidation due to misadministration.
- Keep the unused answer documents. These can be used for the makeup date.
- Students absent on March 12 can test on April 2. You will need to place an order for April 2 materials during the ordering window in the [Schedule of Events](#).

## **ACT and WorkKeys**

### **New:**

#### **Today Was Test Day!**

Wednesday February 20 was the initial test day for ACT with writing, standard time. Thank you to everyone for all your work administering the ACT.

Unless a student has an ACT-approved accommodation for multiple-day testing, all sections of the ACT test must be completed in one session. If your school had early release while standard time ACT testers were midway through the test, you will need to call ACT to report that testing was disrupted and not completed. ACT will help you place an order for makeup day materials.

### **Packing Materials**

- Pack the materials according to the instructions in the [Test Coordinator Information Manual](#).

## Returning Materials

- FedEx is scheduled to pick up initial test date, standard time ACT and WorkKeys materials at your school on February 22.
- Initial test date, standard time ACT and WorkKeys materials are due back to ACT by February 27.
- Late arriving answer documents will not be scored.
- If you need to reschedule the FedEx pick up, call ACT at 800-553-6244, x2800.

## Make Up Test Day Ordering

- If any students were absent on an initial test date, place an order for the makeup test date.
- Test booklets (and alternate formats) are test date-specific. Use of incorrect materials will likely result in an invalidation due to misadministration.
- If you have student who did not test on the initial test date, order materials for the makeup date.
- **Place the order for ACT makeup materials by Feb 21.**
- **Place the order for WorkKeys makeup materials by Feb 22.**
- Instructions for placing an order for makeup up materials:
  - Page 15 in the [PearsonAccessNext User Guide for ACT](#)
  - Page 16 in the [PearsonAccessNext User Guide for WorkKeys](#)

## Aspire

### New:

#### Aspire Portal Tasks On Hold

System updates are being performed on the Aspire portal, so schools will not be able to add or edit student information, edit PNPs, or create test sessions until next week. Thank you for taking a look at the grades 9 and 10 data in the portal to see if it is accurate. You can continue with the Aspire test preparation tasks in the Aspire portal next week.

### Reminders:

#### Training Webinar Recordings Available

The Wisconsin Aspire Technical Readiness and Test Administration Q&A Webinar recordings are now available on the [DPI ACT Trainings webpage](#).

#### Updated Schedule of Events

The [Wisconsin Aspire Schedule of Events](#) has been updated. Please dispose of any printed copies and print a new one. The only change is to the window for creation of test sessions, which now opens on February 19.

## Reading Readiness

### Reading Readiness Reimbursement

DPI will soon be sending the reimbursement request form to each district assessment coordinator. This electronic form allows districts to identify the amount that they are seeking to be reimbursed for reading readiness expenses. The form asks districts to indicate the name of each screener utilized at each grade, the number of students screened and the amount requested for reimbursement. More information can be found at [Reading Readiness Reimbursement](#).

### Reading Readiness Results

DPI will soon be loading Fall 2018 PALS, MAP and Star reading readiness results to WISEdash for Districts. Districts that have not previously signed a data release will need to do so in order to have their data uploaded into WISEdash in the future. Information on data sharing agreements can be found at:

- PALS - <https://dpi.wi.gov/assessment/reading-readiness/FAQ#data>
- MAP - <https://dpi.wi.gov/wisedash/districts/about-data/map>
- Star - <https://dpi.wi.gov/wisedash/districts/about-data/star>

## Reading Readiness Additional Information

More information about reading readiness requirements can be found at [Reading Readiness Information](#) and [Reading Readiness FAQ](#).

## ACCESS for ELLs

### Reminders:

- Check the WIDA AMS > Materials > Return Materials Receipt Report
  - All materials should have been checked in by DRC at this point in time.
- Data validation window opens March 4
  - Check for duplicate student records in grades 1-3. This generally means their booklet did not match their WIDA AMS record. Update the records so they match exactly and DRC will merge them before reports are printed.
  - Double-check that Do Not Score (DNS) codes are not assigned to students taking Alternate ACCESS for ELLs. Occasionally the online test sessions are marked with a DNS code, instead of the student being removed from the sessions. When DRC merges the booklet with the online record they also merge DNS codes, which prevents the student from receiving a score.

## NAEP and International Assessments

*(Selected schools only)*

### Reminders for NAEP Schools:

- The NAEP testing window opened the last week of January. We know there have been a lot of weather-related school closures and/or late-starts. NAEP School Coordinators should keep in touch with their NAEP field staff representatives about closures and rescheduling assessments if needed. Contact information for representatives are on school's MyNAEP pages.
- Angela Dugas, the NAEP State Coordinator, is observing some of the NAEP assessments. She'll notify each school a few days in advance of an observation. She is there with the NAEP team to observe the testing team and protocols only (these are not observations of students or schools).
- School Coordinators should be working on the MyNAEP ([www.mynaep.com](http://www.mynaep.com)) Prepare for Assessment tasks. The following should be done **before scheduled pre-assessment review calls** with NAEP field staff representatives:
  - Review and verify list of students selected for NAEP
  - Complete SD/ELL student information
  - Notify parents
  - Manage questionnaires
  - Plan for assessment day
  - Encourage participation
  - Update student list

\*NOTE: Make sure to use state student IDs (10 digits) for this task

## DAC DIGEST DIGESTIBLES

### Important Dates to Remember

February	20: ACT initial test date	ACT
	20: ACT initial accommodations testing window opens	ACT
	20-21: Order ACT makeup materials	ACT
	21: WorkKeys initial test date	WorkKeys
	21: WorkKeys initial accommodations testing window opens	WorkKeys



	21-22: Order WorkKeys makeup materials	WorkKeys
	22: FedEx picks up initial standard time materials to return to ACT	ACT/WorkKeys
	27: Deadline for ACT to receive standard time, initial test date materials ( Late-arriving answer documents will not be scored)	ACT/WorkKeys
March	4: Student data edits available in eDIRECT	Forward
	5: Test setup available in eDIRECT	Forward
	<b>4-12: ACCESS pre-reporting data validation</b>	<b>ACCESS</b>
	6: ACT initial accommodations testing window closes	ACT
	7: WorkKeys initial accommodations testing window closes	WorkKeys
	8: NAEP testing window closes	NAEP
	8: FedEx picks up initial accommodations window materials to return to ACT	ACT/WorkKeys
	12: ACT makeup test date	ACT
	12-18: ACT makeup accommodations window	ACT
	13: WorkKeys makeup test date	WorkKeys
	13-19: WorkKeys makeup accommodations window	WorkKeys
	<b>18: Testing window opens</b>	<b>Forward &amp; DLM</b>
April	<b>8: Testing window opens</b>	<b>Aspire</b>
	23: Online data files and ISRs available	ACCESS
	23: Post-reporting data validation window opens	ACCESS
May	10: Testing window closes	Aspire

Important Tasks to Remember		
<input type="checkbox"/>	Submit Forward Exam DAC Confidentiality Form to OSA by March 1.	Forward
<input type="checkbox"/>	Download the updated version of <a href="#">Kite Educator Portal</a> onto your computers.	DLM
<input type="checkbox"/>	Complete Moodle training and sign security agreement.	
<input type="checkbox"/>	Roster students and update users.	
<input type="checkbox"/>	Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a> .	Reading Readiness
<input type="checkbox"/>	Administer ACT and WorkKeys.	ACT and WorkKeys
<input type="checkbox"/>	Pack materials to return according to the instructions in the Test Coordinator Info Manual.	
<input type="checkbox"/>	Have standard time materials ready for FedEx to pick up on February 22.	
<input type="checkbox"/>	For students not present on the initial test day, order materials for the makeup test day.	
<input type="checkbox"/>	Uninstall and reinstall TestNav.	Aspire
<input type="checkbox"/>	Review grades 9 and 10 student data in the Aspire portal.	
<input type="checkbox"/>	Remove users from the portal who no longer need access.	
<input type="checkbox"/>	Plan for data validation in early March.	ACCESS

New Online Resource Highlights		
As new resources are posted to our website, we will include them here for your convenience for two weeks. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.		
Resource	Description	Assessment